

WORD 2007 AND 2010 EXPERT

Unit Standard	116942, 258877
NQF Level	3-4
Credits	7
Duration	1 Day
Pre-Requisite	Microsoft Word Advanced

SYNOPSIS

This course continues from Word Advanced and provides this advanced user with the complete understanding of Word at an Expert Level.

COURSE OUTLINE

- Creating Forms;
- Advanced Form Controls;
- Macros in Word;
- Managing Documents;
- Working With Word References of Table of Contents, Indexes, Bibliography, and Other Reference Pages;
- Working with SharePoint Server.

COURSE OUTCOMES

Upon successful completion of this course, learners will be able to demonstrate their ability to:

- Work with Expert Tools to communicate with other Word users;
- Creating and Refining Expert Document Techniques;
- Managing all Word Documents Effectively.